

CaIATERS REPORTS INDEX

The CaIATERS Reports Index provides descriptions and samples of the reports that are available for viewing, printing, and downloading through the CaIATERS Reporting System. Instructions regarding use of the Reporting System are available on the CaIATERS web site, Report Administration web page, refer to: [How to Access CaIATERS Reports](#).

Requesting Access: Departments request access for individual employees to the Reporting System on an as-needed basis. Each report contains data specific to those UCM (Uniform Codes Manual) agencies for which you have been authorized access.

Report Frequency: Reports are run on a Daily, Monthly, Quarterly, and Annual basis.

Data used in reporting: The [Definitions](#) page on the CaIATERS web site provides definitions of fields used in reporting, such as Claim Types, Trip Types, Expense Types, etc.

Below are the various reports available on the CaIATERS web site. To view a brief description and report sample, select either the report number or report name.

[Daily Reports](#)

[Monthly Reports](#)

[Quarterly Reports](#)

[Annual Reports](#)

DAILY REPORTS	
Frequency - Run each business day	
REPORT #	REPORT NAME
17	ER Requests in Progress
17A	TA Requests in Progress
29	Approved TA's Ready For Payment
31	Registered Users
32	CaIATERS to ORF Reconciliation
33	CaIATERS to Department Accounting Reconciliation
34	Travel Advance(s) with Outstanding Balance
39	Manual Travel Advance(s) Entries

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MONTHLY REPORTS

Frequency - Run on the first business day of the month

REPORT #	REPORT NAME
<u>05</u>	<u>Lodging Expenses</u>
<u>08</u>	<u>Direct Charge Items</u>
<u>13</u>	<u>Adjusted ER Requests</u>
<u>14</u>	<u>Disapproved ER Requests</u>
<u>14A</u>	<u>Disapproved TA Requests</u>
<u>18</u>	<u>ER Request Processing Time</u>
<u>18A</u>	<u>TA Request Processing Time</u>
<u>19</u>	<u>ER Audit Trail</u>
<u>19A</u>	<u>TA Audit Trail</u>
<u>32A</u>	<u>CalATERS to ORF Reconciliation</u>
<u>33A</u>	<u>CalATERS to Department Reconciliation</u>

QUARTERLY REPORTS

Frequency – Run on the first business day of the month following the end of each quarter (i.e., January – March, April – June, July – September, October – December).

REPORT #	REPORT NAME
<u>06</u>	<u>Expenditures by CBID</u>
<u>06A</u>	<u>Statewide Expenditures by CBID</u>
<u>08A</u>	<u>Direct Charge Items</u>

ANNUAL REPORTS

Frequency – Run on the first business day of the month following the end of the Fiscal Year).

REPORT #	REPORT NAME
<u>05A</u>	<u>Lodging Expenses</u>
<u>08B</u>	<u>Direct Charge Items</u>

CaIATERS REPORTS

Report: **Rpt 05 – Lodging Exp Above Max Std Allowance**

Description: Report 05 provides a monthly summary of lodging expenditures that exceed maximum allowable amounts. Report 05 includes the TEA form number, expense date, high-cost county, and the DPA prior approval indicator and reason.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #05](#)

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Report: **Rpt 05A – Lodging Exp Above Max Std Allowance**

Description: Report 05A provides an annual summary of lodging expenditures that exceed maximum allowable amounts. Report 05A includes the TEA form number, expense date, high-cost county, and the DPA prior approval indicator and reason. The report also provides a count per userid and a final count per department.

Frequency: Annual

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #05A](#)

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Report: **Rpt 06 – Expenditures By CBID**

Description: Report 06 provides a summary of expenditures by collective bargaining designation. Report 06 includes individual amounts claimed for each expense type. Sum totals, counts and average amounts are provided for each expense type.

Frequency: Quarterly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #06](#)

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CaIATERS REPORTS

Report: **Rpt 06A – Statewide Expenditures By CBID**

Description: Report 06A provides a quarterly statewide summary of expenditures by collective bargaining designation. Report 06A includes individual amounts claimed for each expense type. Sum totals, counts and average amounts are provided for each expense type.

Frequency: Quarterly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #06A](#)

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Report: **Rpt 08 - Direct Charge Items**

Description: Report 08 provides a monthly summary of direct charge expenditures. Report 08 is sorted by claim type and includes expense types, dates and amounts (when provided) from approved expense reimbursement forms.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #08](#)

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Report: **Rpt 08A - Direct Charge Items**

Description: Report 08A provides a quarterly summary of direct charge expenditures. Report 08A is sorted by claim type and includes expense types, dates and amounts (when provided) from approved expense reimbursement forms.

Frequency: Quarterly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #08A](#)

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CaIATERS REPORTS

Report: **Rpt 08B - Direct Charge Items**

Description: Report 08B provides an annual summary of direct charge expenditures. Report 08B is sorted by claim type and includes expense types, dates and amounts (when provided) from approved expense reimbursement forms.

Frequency: Annual

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #08B](#)

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Report: **Rpt 13 – Adjusted ER Requests**

Description: Report 13 is a monthly report that identifies adjusted expense reimbursement forms. Report 13 is sorted by claim type and includes the TEA form number, adjustment reason (only the last reason displays if more than one adjustment is made on a form), adjusted expense items, the original amount and adjusted amount, and the adjuster's User Id and name.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #13](#)

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Report: **Rpt14 - Disapproved ER Requests**

Description: Report 14 is a monthly report that identifies disapproved expense reimbursement forms. Report 14 is sorted by claim type and includes the TEA form number, disapprover's name, disapproval date and the reason for disapproval. The report also includes the total number of completed and disapproved expense reimbursement forms, as well as the percentage of disapproved expense reimbursement forms.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #14](#)

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CaIATERS REPORTS

Report: **Rpt14A - Disapproved TA Requests**

Description: Report 14A is a monthly report that identifies disapproved travel advance forms. Report 14A is sorted by claim type and includes the TAF form number, disapprover's name, disapproval date and the reason for disapproval. The report also includes the total number of completed and disapproved travel advance forms, as well as the percentage of disapproved travel advance forms.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report 14A](#)

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Report: **Rpt 17 – ER Requests in Progress**

Description: Report 17 identifies expense reimbursement forms that have been submitted, but have not yet received final approval by the accounting office. Report 17 includes date submitted, total amount requested, and the current owner (person who should take action on the form next).

Frequency: Daily

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #17](#)

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Report: **Rpt 17A – TA Requests in Progress**

Description: Report 17A identifies travel advance forms that have been submitted, but have not yet received final approval by the accounting office. The report includes date submitted, total amount requested, and the current owner (person who should take action on the form next).

Frequency: Daily

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #17A](#)

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CaIATERS REPORTS

Report: **Rpt 18 – ER Request Processing Time**

Description: Report 18 identifies the length of time between expense reimbursement form submission to payment. The report includes the date the form was submitted, the name and date of each person who approved the form, the check issue date, and the number of days for processing. Report 18 also provides the department average for expense reimbursement form processing.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #18](#)

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Report: **Rpt 18A – TA Request Processing Time**

Description: Report 18A identifies the length of time between travel advance form submission to payment. Sorted by TAF ID number, the report includes the date submitted, the name and date of each person who approved the form, the check issue date, and the number of days for processing. Report 18A also provides the department average for travel advance processing.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #18A](#)

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Report: **Rpt 19 – ER Requests Audit Trail**

Description: Report 19 identifies actions taken for each completed expense reimbursement form. The report includes the date of the action and the name of the person acting on the form.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #19](#)

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CalATERS REPORTS

Report: **Rpt 19A – TA Requests Audit Trail**

Description: Report 19A identifies actions taken for each completed travel advance form. Sorted by TAF ID number, the report includes the date of the action and the name of the person acting on the form.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #19A](#)

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Report: **Rpt 29 - Approved Travel Advance(s) Ready for Payment**

Description: Report 29 identifies travel advance forms approved the previous day. Departments that do not use an automated ORF system can use Report 29 to manually process travel advance checks.

Frequency: Daily

Printing: Report is designed to print in portrait format.

[SAMPLE – Report #29](#)

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Report: **Rpt 31 - CalATERS Registered Users**

Description: Report 31 identifies registered users in CalATERS. The report includes the User ID of each registered user and the date they registered, or the last date their password was updated, and the total registered users for the department.

Frequency: Daily

Printing: Report is designed to print in portrait format.

[SAMPLE – Report #31](#)

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Report: **Rpt 32 – CalATERS to ORF Reconciliation**
Description: Report 32 is a daily report used to reconcile ORF reimbursement warrants issued to departments for recovered travel advances.
Frequency: Daily
Printing: Report is designed to print in landscape format.

[SAMPLE – Report #32](#)

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Report: **Rpt 32A – CalATERS to ORF Reconciliation**
Description: Report 32A is a monthly report used to reconcile ORF reimbursement warrants issued to departments for recovered travel advances.
Frequency: Monthly
Printing: Report is designed to print in landscape format.

[SAMPLE – Report #32A](#)

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Report: **Rpt 33 – CalATERS To Department Accounting Reconciliation**
Description: Report 33 is a daily report used to reconcile approved expense reimbursement payments paid to employees by CalATERS.
Frequency: Daily
Printing: Report is designed to print in landscape format.

[SAMPLE – Report #33](#)

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Report: **Rpt 33A – CalATERS To Department Accounting Reconciliation**
Description: Report 33A is a monthly report used to reconcile approved expense reimbursement payments paid to employees by CalATERS.
Frequency: Monthly
Printing: Report is designed to print in landscape format.

[SAMPLE – Report #33A](#)

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Report: **Rpt 34 – Travel Advance(s) With Outstanding Balance**

Description: Report 34 is a daily report used to determine TAs with outstanding balances. This report lists all TAs with an outstanding balance and includes the TA original amount and outstanding amount and also includes the User ID, Name, TA ID, TA Check Number, TA Check Issue Date. The sort for this report is by last name.

Frequency: Daily

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #34](#)

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Report: **Rpt 39 – Manual Travel Advance(s) Entries**

Description: Report 39 is a daily report used to identify Manual Travel Advances (MTAs) entered into the CalATERS system. The sort for this report is by department, then grouped by ORFID. Within the ORFID, the MTAs are sorted by name and then TA ID. This report includes the ORFID, User ID, Name, TA ID, TA Original Amount and Date Entered.

Frequency: Daily

Printing: Report is designed to print in landscape format.

[SAMPLE – Report #39](#)

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CalATERS REPORTS

(Sample – Report #5)

Lodging Expenses Above The Maximum Standard Allowance

Issued for February 2003

Department: 9999 – Department of Pretend

Claim Type	Userid	Name	Expense Date	County	Expense Amount	Prior DPA Approval?	Reason for No Prior Approval
In State Travel							
	DOP11709	Vinson, J T					
	TEA000007731						
			01/28/2003	Los Angeles	\$ 112.96		
			01/29/2003	Los Angeles	\$ 112.96		
	DOP14548	Devereaux, Walter M					
	TEA000007733						
			02/10/2003	Los Angeles	123.45		
			02/11/2003	Los Angeles	123.45		
			02/12/2003	Los Angeles	123.45		
			02/13/2003	Los Angeles	123.45		

CalATERS REPORTS

(Sample – Report #5A)

Lodging Expenses Above The Maximum Standard Allowance

Issued for July 2001 – June 2002

Department: 9999 – Department of Pretend

Claim Type	Userid	Name	ER ID	Expense Date	County	Expense Amount	Prior DPA Approval?	Reason for No Approval
In State Travel								
	DOP008823	Johnson, Daniel B						
	TEA000000441							
	10/25/2001	Alameda				\$100.00		
							Count Per Userid:	1
	DOP008822	Billings, Ben R						
	TEA000000442							
	10/24/2001	Alameda				\$120.80		
	10/25/2001	Alameda				\$120.80		
	TEA000000443							
	04/16/2002	San Francisco				\$130.20		
	04/17/2002	San Francisco				\$130.20		
							Count Per Userid:	4
							Count Per Department:	5

CalATERS REPORTS

(Sample – Report #6)

Expenditures By CBID

Issued for October 2002 – December 2002

Department: 9999 – Department of Pretend

CBID	Expense Type	Expense Amount	Expense Type Summary	
E01 Rank/File – Admin/Finan/Staff Svcs	Breakfast	\$6.00		
	Breakfast	\$6.00		
	Breakfast	\$6.00		
	Breakfast	\$6.00		
			Sum:	\$24.00
			Count:	4
			Average Amount	\$6.00
	Dinner	\$18.00		
	Dinner	\$18.00		
	Dinner	\$18.00		
			Sum:	\$54.00
			Count:	3
			Average Amount	\$18.00
	Gasoline	\$ 8.45		
	Gasoline	\$12.75		
	Gasoline	\$58.70		
			Sum:	\$79.90
			Count:	3
			Average Amount	\$26.63

CalATERS REPORTS

(Sample – Report #6A)

Statewide Expenditures By CBID

Issued for October 2002 – December 2002

CBID	Expense Type	Expense Amount	Expense Type Summary	
E01 Rank/File – Admin/Finan/Staff Svcs				
	Breakfast	\$6.00		
	Breakfast	\$6.00		
	Breakfast	\$6.00		
	Breakfast	\$6.00		
			Sum:	\$24.00
			Count:	4
			Average Amount	\$6.00
	Dinner	\$18.00		
	Dinner	\$18.00		
	Dinner	\$18.00		
			Sum:	\$54.00
			Count:	3
			Average Amount	\$18.00
	Gasoline	\$ 8.45		
	Gasoline	\$12.75		
	Gasoline	\$58.70		
			Sum:	\$79.90
			Count:	3
			Average Amount	\$26.63

CalATERS REPORTS

(Sample – Report #8)

Direct Charge Items

February 2003

Department: 9999 – Department of Pretend

Userid - Name

ER Claim Type

ER ID

Expense Type

Expense Date

DOP99001 – Bradley, Doug

In State Travel

TEA0000001111

Auto Rental

01/24/2003

\$110.42

Auto Rental

01/31/2003

\$229.27

Commercial Air Fare

01/24/2003

\$210.50

Commercial Air Fare

01/31/2003

\$210.50

DPO99025 – Dunston, Melissa

In State Travel

TEA0000001222

Auto Rental

01/10/2003

\$228.25

Auto Rental

01/18/2003

\$228.25

Commerical Air Fare

01/10/2003

\$105.75

Commerical Air Fare

01/10/2003

\$105.75

CalATERS REPORTS

(Sample – Report #8A)

Direct Charge Items **January 2002 – March 2003**

Department: 9999 – Department of Pretend

Userid - Name

ER Claim Type

ER ID

Expense Type

Expense Date

99001 – Bradley, Doug

In State Travel

TEA0000001111

Auto Rental

01/24/2003

\$110.42

Auto Rental

01/31/2003

\$229.27

Commercial Air Fare

01/24/2003

\$210.50

Commercial Air Fare

01/31/2003

\$210.50

99025 – Dunston, Melissa

In State Travel

TEA0000001222

Auto Rental

01/10/2003

\$228.25

Auto Rental

01/18/2003

\$228.25

Commerical Air Fare

01/10/2003

\$105.75

Commerical Air Fare

01/10/2003

\$105.75

Total for Department:

\$1,428.69

CalATERS REPORTS

(Sample – Report #8B)

Direct Charge Items

July 2001 – June 2002

Department: 9999 – Department of Pretend

Userid - Name

ER Claim Type

ER ID

Expense Type

Expense Date

DOP99001 – Bradley, Doug

In State Travel

TEA0000000111

Auto Rental

07/24/2001

\$110.42

Auto Rental

07/31/2001

\$229.27

Commercial Air Fare

07/24/2001

\$210.50

Commercial Air Fare

08/31/2001

\$210.50

DOP99025 – Dunston, Melissa

In State Travel

TEA0000000222

Auto Rental

01/10/2002

\$228.25

Auto Rental

01/18/2002

\$228.25

Commerical Air Fare

01/10/2002

\$105.75

Commerical Air Fare

01/10/2002

\$105.75

Total for Department:

\$1,428.69

CalATERS REPORTS

(Sample – Report #13)

Adjusted Expense Reimbursement Requests

February 2003

Department: 9999 – Any Dept.

Claim Type

ER ID – Adjustment Reason

Expense Date	Expense Type	Adjuster User Id	Adjuster Name	Original Amount	Expense Amount
In State Travel					
TEA000000041 – MILEAGE TO TRAINING FROM H.Q. NOT HOME					
02/11/2003	Mileage, Personal Auto	ddd2223	Danielson, Diane	\$43.28	26.50
TEA000000042 – MILEAGE TO TRAINING FROM H.Q. NOT HOME					
02/05/2003	Mileage, Personal Auto	ddd2227	Sanderson, Edwin	\$91.22	\$59.70
02/24/2003	Mileage, Personal Auto	ddd2227	Sanderson, Edwin	\$91.22	\$59.70
TEA000000060 – MILEAGE AMOUNT NOT CORRECT					
02/19/2003	Mileage, Personal Auto	ddd2225	Gregson, Victor	\$44.40	\$27.55
02/20/2003	Mileage, Personal Auto	ddd2225	Gregson, Victor	\$44.40	\$27.55

CalATERS REPORTS

(Sample – Report #14)

Disapproved Expense Reimbursement Requests

February 2003

Department: 9999 – Department of Pretend

Claim Type	ER ID	Disapprover's Name	Disapproval Date	Reason
In State Travel	TEA000000032	Betty R Smith	02/05/2003	Reimbursement of expense(s) not approved.

Total ER's Completed:	83	
Total ER's Disapproved	1	(1.20% of ER's Completed)

CalATERS REPORTS

(Sample – Report #14A)

Disapproved Travel Advance Requests

February 2003

Department: 9999 – Department of Pretend

TA ID	Claim Type	Disapprover's Name	Disapproval Date	Reason
TAF000000030	In State Travel	B P Higgins	02/25/2003	Reimbursement of expense(s) not approved.

Total TA's Completed:	26	
Total TA's Disapproved	1	(3.85% of TA's Completed)

CalATERS REPORTS

(Sample – Report #17)

Expense Reimbursement Requests in Progress

As of COB July 22, 2002

Department: 2700 - Department of Pretend

User ID	Name	ER ID	Submit Date	Total Expenses	Current Owner
DOP12345	Jones, JJ	TEA000002354	07/09/2002	\$568.96	DOP87654 - ML Masters
DOP34567	Tucker, JL	TEA000002369	07/10/2002	\$29.04	Department Technician Group
DOP34567	Tucker, JL	TEA000002371	07/10/2002	\$29.04	DOP91011 - HJ Matheson
DOP89701	Forest, TM	TEA000002376	07/11/2002	\$275.14	DOP22334 - JJ Jameson
DOP89701	Forest, TM	TEA000002377	07/10/2002	\$18.68	DOP98765 - C Chan
DOP20191	Smith, ER	TEA000002401	07/15/2002	\$334.48	DOP98765 - C Chan
DOP30292	Perry JH	TEA000002427	07/18/2002	\$534.40	DOP78967 - HR Suarez
DOP98765	Peterson, JL	TEA000002433	07/19/2002	\$10.20	DOP43212 - Clinton, HI
DOP45679	Gains, AA	TEA000002435	07/22/2002	\$115.36	Department Technician Group
Total				\$1,915.30	

CalATERS REPORTS

(Sample – Report #17A)

Travel Advance Requests in Progress

As of COB July 22, 2002

Department: **2700 - Department of Pretend**

User ID	Name	TA ID	Submit Date	Amount	Current Owner
DOP34567	Tucker, JL	TAF000000146	07/10/2002	\$124.00	DOP87654 - ML Masters
DOP89701	Forest, KM	TAF000000147	07/11/2002	\$372.00	DOP87654 - ML Masters
DOP20191	Smith, ER	TAF000000433	07/15/2002	\$1,500.00	DOP87654 - ML Masters
DOP30292	Jones H	TAF000000526	07/18/2002	\$124.00	Department Technician Group
Total				\$2,368.00	

CalATERS REPORTS

(Sample – Report #18)

Expense Reimbursement Request Processing Time

June 2002

Department: 2700 - Department of Pretend

ER ID	Submit Date	Approver Name	Approval Date	Warrant/Direct Deposit Issue Date	Number of Days From Submission to Payment
TEA000001879	05/24/2002	Jones, JJ Department Technician	05/24/2002 05/28/2002	06/03/2002	10
TEA000001888	05/24/2002	Tucker, JL Department Technician	05/28/2002 05/28/2002	06/03/2002	10
TEA000001892	05/28/2002	Forest, KM Department Technician	05/28/2002 05/28/2002	06/03/2002	6
TEA000001905	06/06/2006	Smith, TR Department Technician	06/06/2002 06/07/2002	06/13/2002	7
TEA000001912	05/29/2002	Wheeler, JH Department Technician	05/29/2002 05/30/2002	06/05/2002	7

Department **Average:** 8

CalATERS REPORTS

(Sample – Report #18A)

Travel Advance Request Processing Time

June 2002

Department: 2700 - Department of Pretend

TA ID	Submit Date	Approver Name	Approval Date	TA Check Issue Date	Number of Days From Submission to Payment
TAF000000485	06/07/2002	Jones, JJ	06/07/2002	06/10/2002	3
		Department Technician	06/07/2002		
TAF000000489	06/10/2002	Tucker, JL	06/12/2002	06/13/2002	3
		Department Technician	06/12/2002		
TAF000000491	06/10/2002	Forest, KM	06/11/2002	06/11/2002	1
		Department Technician	06/11/2002		
TAF000000492	06/11/2002	Smith, ER	06/11/2002	06/11/2002	0
		Department Technician	06/11/2002		
TAF000000495	06/17/2002	Lims, JH	06/17/2002	06/17/2002	0
		Department Technician	06/17/2002		

Department Average:

1.17

CalATERS REPORTS

(Sample – Report #19)

Expense Reimbursement Requests Audit Trail

September 2002

Department: 0841 – Department of Pretend

ER Claim Type		Name		
ER ID	Action		Action Date	Action By
In State Travel				
TEA000000010		Smith, Bill		
	1 OWNER		09/05/02	Bill Smith
	2 SUBMIT		09/05/02	Bill Smith
	3 SYSAPPR		09/05/02	Submit Approver
	4 APPROVE		09/05/02	Will W. Watts
	5 APPROVE		09/05/02	Sam S. Smith
	6 SYSAPPR		09/05/02	Final Approver
	7 LOADED		09/05/02	
	8 AVAILEXT		09/05/02	
	9 SENTSECT		09/07/02	
	10 FUNDSEC		09/10/02	
	11 PROCWART		09/10/02	
	12 SENTWART		09/10/02	
	13 WARTUPDT		09/11/02	
	14 SENTUSPS		09/11/02	
	15 EREXTRACT		09/11/02	EI EXTRACT PROCESS, CALATERS TO DEPART.

CalATERS REPORTS

(Sample – Report #19A)

Travel Advance Requests Audit Trail

October 2002

Department: 0841 – Department of Pretend

TA ID	Name		
Action	Action Date	Action By	
TAF000000008	Smith, Bill		
1 OWNER	10/05/02	Bill Smith	
2 SUBMIT	10/05/02	Bill Smith	
3 SYSAPPR	10/05/02	Submit Approver	
4 APPROVE	10/05/02	Will W. Watts	
5 APPROVE	10/05/02	Sam S. Smith	
6 SYSAPPR	10/05/02	Final Approver	
7 LOADED	10/05/02		
8 AVAILEXT	10/05/02		
9 TAFEXTRACTMT	10/05/02	EI EXTRACT PROCESS, CALATERS TO ORF READY	
10 TA UPDATED	10/05/02		

CalATERS REPORTS

(Sample – Report #29)

Approved Travel Advance(s) Ready For Payment

As of COB July 22, 2002

Department: 2700 – Department of Pretend

User ID								Department	Department
Index	Name			Date Check	Deliver Option	*Transaction		Check	Check
Code	TA ID	Approval Date	TA Amount	Needed	(Blank = Pick Up)	Code		Number	Issue Date
DOPDS20191	Ray, Don.								
0099	TAF000000527	07/22/2002	\$530.00	07/26/2002		T			
DOPJC1234	Carter, Jack								
0099	TAF000000529	07/22/2002	\$200.00	07/26/2002		M			
			Total	\$730.00					

Department Check Issued By: _____

TA Posted To CalATERS By: _____

*Transaction Code M – Produce ORF check manually

*Transaction Code T – Produce ORF check via automated checkwriter

CalATERS REPORTS

(Sample – Report #31)

CalATERS Registered Users

Wednesday, August 21, 2002

Department: 2700 – Department of Pretend

Name	User ID	Updated
Jones, James E	DOP12345	08/07/2002
DeForest, Marc M	DOP23456	08/06/2002
Gibson, John H	DOP34567	06/05/2002
Picard, Timothy L	DOP89012	08/07/2002
Smith, Linda D	DOP45678	07/26/2002
Spencer, Daniel R	DOP90123	08/02/2002
Tucker, John L	DOP56789	08/20/2002

Department Total: 7

CalATERS REPORTS

(Sample – Report #32)

CalATERS To Office Revolving Fund Reconciliation

March 11, 2002

Department: 2700 - Department of Pretend

ORF ID	SCO Warrant #	Issue Date	Warrant Amount	User ID	Name	TA ID	ER ID	ER Amount	TA Recovery	Amount To EE	SCO EE Warrant # Blank = EFT
0007	705132 2	03/11/2002	\$2,565.34								
				DOPKJONES	Jones, K	TAF000000313	TEA000001103	\$246.90	\$246.90	\$0.00	
				DOPKJONES	Jones, K	TAF000000318	TEA000001405	\$38.18	\$38.18	\$0.00	
				DOPSSMITH	Smith, S	TAF000000319	TEA000001103	\$1,082.90	\$1,063.00	\$19.90	
				DOLTUCKER	Tucker, L	TAF000000312	TEA000001130	\$1,070.50	\$1,055.00	\$15.50	0899563
				DOPMWALL	Wall, M	TAF000000317	TEA000001130	\$184.60	\$162.26	\$22.34	0899852
									\$2,565.34		

CalATERS REPORTS

(Sample – Report #32A)

CalATERS To Office Revolving Fund Reconciliation

March 2002

Department: 2700 - Department of Pretend

ORF ID	SCO Warrant #	Issue Date	Warrant Amount	User ID	Name	TA ID	ER ID	ER Amount	TA Recovery	Amount To EE	SCO EE Warrant # Blank = EFT
0007	7051322	03/11/2002	\$2,565.34								
				DOPKJONES	Jones, K	TAF000000313	TEA000001103	\$246.90	\$246.90	\$0.00	
				DOPKJONES	Jones, K	TAF000000318	TEA000001405	\$38.18	\$38.18	\$0.00	
				DOPSSMITH	Smith, S	TAF000000319	TEA000001103	\$1,082.90	\$1,063.00	\$19.90	
				DOLTUCKER	Tucker, L	TAF000000312	TEA000001130	\$1,070.50	\$1,055.00	\$15.50	0899563
				DOPMWALL	Wall, M	TAF000000317	TEA000001130	\$184.60	\$162.26	\$22.34	0899852
									\$2,565.34		
0007	7051332	03/18/2002	\$39.74								
				DOPSPETE	Pete, S	TAF000000319	TEA000001103	\$39.74	\$39.74	\$0.00	
									\$39.74		
0007	051342	03/25/2002	\$250.00								
				DOPDSILVA	Silva, D	TAF000000312	TEA000001130	\$122.34	\$100.00	\$22.34	089864
				DOPJABBOTT	Abbott, J	TAF000000317	TEA000001130	\$184.60	\$150.00	\$34.60	
									\$250.00		
							Report Total		\$2,855.08		

CalATERS REPORTS

(Sample – Report #33)

CalATERS To Department Accounting Reconciliation

Wednesday, March 6, 2002

Department: 2700 - Department of Pretend

TER Batch Number	TER Batch Date	TER Batch Amount	User ID	Name	ER ID	*ER Amount	TA Recovery	Amount Reimbursed Employee
TER0000224	03/06/2002	\$1,523.80						
			DOP12345	Jones, J	TEA000001103	\$1,235.56	\$1,235.56	\$0.00
			DOP23456	Smith, L	TEA000001130	\$184.60	\$184.60	\$0.00
			DOP34567	Tucker, J	TEA000001140	\$28.99	\$0.00	\$28.99
			DOP34567	Tucker, J	TEA000001141	\$66.65	\$0.00	\$66.65
			DOP34567	Tucker, J	TEA000001142	\$8.00	\$0.00	\$8.00
Totals						\$1,523.80	\$1,420.16	\$103.64

*ER Amount = Total ER amount minus any direct charges.

CalATERS REPORTS

(Sample – Report #33A)

CalATERS To Department Accounting Reconciliation

March 2002

Department: 2700 - Department of Pretend

TER Batch Number	TER Batch Date	TER Batch Amount	User ID	Name	ER ID	*ER Amount	TA Recovery	Amount Reimbursed Employee
TER0000224	03/06/2002	\$1, 235.56						
			DOP12345	Jones, J	TEA000001103	\$1,235.56	\$0.00	\$1235.56
				Batch Totals		\$1,235.56	\$0.00	\$1235.56
TER0000234	03/09/2002	\$213.59						
			DOP23456	Smith, L	TEA000001130	\$184.60	\$0.00	\$184.60
			DOP34567	Tucker, J	TEA000001140	\$28.99	\$0.00	\$28.99
				Batch Totals		\$213.59	\$0.00	\$213.59
TER0000244	03/16/2002	\$74.65						
			DOP34567	Tucker, J	TEA000001141	\$66.65	\$0.00	\$66.65
			DOP34567	Tucker, J	TEA000001142	\$8.00	\$0.00	\$8.00
				Batch Totals		\$74.65	\$0.00	\$74.65
				Report Batch Totals		\$1,523.80	\$0.00	\$1,523.80

*ER Amount – Total ER amount minus any direct charges.

CalATERS REPORTS

(Sample – Report #34)

Travel Advance(s) With Outstanding Balance

Monday, March 24, 2003

Department: 2700 Department of Pretend

User ID	Name	TA ID	TA Check Number	TA Check Issue Date	TA Original Amount	Outstanding TA Balance
DOPKJONES	Jones, K	TAF000000993	074104225	03/07/2003	\$500.00	\$500.00
		Totals:			\$500.00	\$500.00
DOPSSMITH	Smith, S	TAF000000456	074102152	05/15/2002	\$140.00	\$89.55
		TAF000000614	074102265	07/02/2002	\$150.00	\$150.00
		TAF000000743	074102489	11/19/2002	\$250.00	\$250.00
		Totals:			\$540.00	\$489.55
DOPMWALL	Wall, M	TAF000000804	074103923	01/22/2003	\$370.00	\$150.00
		TAF000000977	074103999	02/25/2003	\$275.00	\$275.00
		Totals:			\$645.00	\$425.00
DOPKZENITH	Zenith, K	TAF000000991	074104001	03/04/2003	\$325.00	\$325.00
		Totals:			\$325.00	\$325.00

CalATERS REPORTS

(Sample – Report #39)

Manual Travel Advance Entries

Monday, March 17, 2003

Department: 9999 Department of Pretend

ORFID	User ID	Name	TA ID	TA Original Amount	Date Entered
0007	DOP123456	Jones, D	TAF000001144	\$200.00	03/14/03
0007	DOP123433	Witman, J	TAF000001146	\$350.00	03/14/03
0007	DOP123444	Van Dyke, B	TAF000001143	\$600.00	03/14/03
0007	DOP123466	Wagner, T	TAF000001155	\$550.00	03/14/03
TOTAL:				\$1700.00	